

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY SPACE AND MISSILE DEFENSE COMMAND
ARLINGTON, VIRGINIA 22215

USASMDC Regulation No. 672-1

MAR 31 2004

Decorations, Awards, and Honors
NONCOMMISSIONED OFFICER AND SOLDIER OF THE YEAR PROGRAM

Effective 1 April 2004

1. PURPOSE. This regulation provides information and administrative instructions for the U.S. Army Space and Missile Defense Command (USASMDC) Noncommissioned Officer (NCO) and Soldier of the Year Program. This program will be based on the fiscal year.

2. SCOPE. This regulation applies to all staff offices and Major Subordinate Elements (MSE).

3. REFERENCES. Related publications and forms are listed in appendix A.

4. EXPLANATION OF ABBREVIATIONS.

a. CofS	Chief of Staff
b. CSM	Command Sergeant Major
c. HQ	Headquarters
d. MWR	Morale, Welfare, and Recreation
e. NCO	Noncommissioned Officer
f. SGM	Sergeant major
g. TDY	Temporary duty
h. USASMDC	U.S. Army Space and Missile Defense Command

5. SUPPLEMENTATION. This regulation may be supplemented by commanders/directors of USASMDC major subordinate elements. Send one copy of each supplement issued to Commander, USASMDC, ATTN: SMDC-CSM, Arlington, VA 22215-0280.

6. GENERAL. The USASMDC NCO and Soldier of the Year Program:

a. Provides special recognition to enlisted Soldiers who have demonstrated outstanding military excellence and achievement in pursuit of their daily duties.

b. Recognizes those individual traits involving:

- (1) Outstanding leadership qualities.
- (2) Superb military bearing, courtesy, and conduct.
- (3) Outstanding military record and service.
- (4) Participation in and contribution to military and community activities.

c. Selects Soldiers who will compete in the Department of the Army NCO/SOY Program.

7. ELIGIBILITY PREREQUISITES.

a. All assigned permanent party active duty personnel are eligible. Categories of eligibility are-

- (1) Candidates for NCO of the Year will be in the rank of Corporal through Sergeant First Class.
- (2) Candidates for Soldier of the Year will be in the rank of Private through Specialist.

Note: Corporals and Sergeants may compete for Soldier of the Year if they competed at their regional boards as Specialists. CSMs will provide documentation if this situation occurs prior to the MACOM competition.

b. Specific eligibility is limited to NCOs and Soldiers who are selected as the NCO or Soldier of the Year for a subordinate activity and region during the year preceding the USASMDC NCO and Soldier of the Year Board.

c. Personnel promoted to a higher rank after being selected as NCO or Soldier of the Year may still compete; however, no more than one candidate in each eligibility category may represent a subordinate region.

d. Nominees must have no record of courts martial, Article 15, or other disciplinary action pending or completed within the last 12 months before their appearance at the USASMDC selection boards. They must also be eligible to reenlist. Soldiers who have a PCS/ETS date within four months of the USASMDC selection panel are ineligible to compete.

e. Nominees for USASMDC NCO of the Year may not have previously won in that category. Nominees for USASMDC Soldier of the Year Board may not have previously won in that category.

8. SUBORDINATE ACTIVITY PROCEDURES.

a. Subordinate activity commanders will establish procedures to select members of their commands to appear before the USASMDC selection boards:

- (1) HQs U.S. Army Space and Missile Defense Command
- (2) HQs U.S. Army Space and Missile Defense Command
Directorates
- (3) 1st Space Brigade
- (4) 100th Missile Defense Brigade (GMD)
- (5) 1st Space Battalion
- (6) 1st Satellite Control Battalion
- (7) 193rd Space Battalion
- (8) 49th GMD Battalion
- (9) U.S. Army Kwajalein Atoll

b. Regional boards will be held in the East, West, Pacific, and Europe and will include consideration of USASMDC staff Soldiers geographically located in those regions.

c. The Command Sergeants Major (CSM) will:

- (1) Preside on boards and select candidates from USASMDC units and activities within their regions.
- (2) Submit an after action report of their board proceedings to USASMDC headquarters, ATTN: SMDC-CSM, so as to arrive not later than 30 days after regional boards. This report will contain, for each region, the name of the candidate selected to participate in the USASMDC NCO and Soldier of the Year competition and will include for each candidate—
 - (a) An updated DA Form 2A or Enlisted Records Brief (ERB) and a DA Form 2-1 annotated with the current height and weight of the candidate in item 27.
 - (b) DD Form 705 - APFT Score (within the past 6 months)
 - (c) DA Form 3349 - Physical Profile (if applicable)
 - (d) DA Form 5500-R/5501-R - Body Fat Content Worksheet (if applicable)

(e) DD Form 2266 - Hometown News Release Information, to include the Privacy Act Statement

(f) USASMDC Form 672-1-4-R-E (Biographical Data Sheet).

(g) Official photo

(h) Essay (Topic to be provided by the USASMDC CSM)

9. RESPONSIBILITIES.

a. The HQ, USASMDC Command Sergeant Major will:

(1) Implement and conduct the USASMDC NCO and Soldier of the Year Program to include serving as the Selection Board President.

(2) Notify subordinate activity CSM/SGMs and senior NCOs (as applicable) of the date, time, and place the board will convene. Guidance will be released NLT the 2nd quarter.

b. Respective CSM/SGMs will accompany selection board nominees to USASMDC headquarters. Travel will be in a temporary duty status. All candidates will appear in Class A green uniform and wear all authorized awards and decorations. Units are responsible for providing TDY funds. For nominees in the Washington metropolitan area, local travel rules will apply.

c. The Deputy Chief of Staff for Personnel, G-1, will provide an NCO to act as recorder without vote for the board.

10. USASMDC NCO AND SOLDIER OF THE YEAR SELECTION BOARD PROCEDURES.

a. The board will be held annually with the guidance being released NLT the 2nd quarter.

b. Prior to convening the board, the President will:

(1) Task each board member to prepare at least four questions in specific areas in section C of the USASMDC Forms 672-1-1-R-E (NCO of the Year Evaluation Sheet) and 672-1-2-R-E (Soldier of the Year Evaluation Sheet).

(2) Require each board member to submit those questions they will use during the proceedings and the answers for each question with annotated references. Changes or modifications can be made when necessary and at the discretion of the Board President.

(3) Task the HQ, USASMDC CSM Administrative NCO to compile packets on each candidate for each board member and notify candidates in writing of the designated time for appearance.

c. At least 40-45 minutes will be scheduled for each candidate's appearance before the board.

d. Candidates for NCO and Soldier of the Year will give a five to seven minute presentation on a subject that impacts the Army and the Soldiers of their unit or a subject relating to their MOS (Subject is at the discretion of the Board President). Audiovisual aids are permitted. Failure to give the presentation or giving a presentation less than five or longer than seven minutes will result in no credit for that portion of the candidate's appearance.

e. Candidates will be notified of their presentation topics by the USASMDC CSM, once nomination packets are received from the unit.

f. The basic reference for general military and leadership questions are STP 21-1 SMCT, STP 21-4 SMCT, and FM 22-100.

g. Specific questions to be asked of candidates must be properly safeguarded to preclude compromise.

h. The board will convene on a date and time announced by the Board President.

11. MEMBERSHIP. Members of the USASMDC NCO and Soldier of the Year Selection Board are:

a. President, who is Command Sergeant Major, HQ, USASMDC.

b. Principal members with voting rights are the CSMs/SGMs of:

(1) SMDC HQ CSM

(2) 1st Space Brigade

(3) 100th Missile Defense Brigade (GMD)

. 7-04

(4) 1st Satellite Control Battalion

(5) 1st Space Battalion

c. If female candidates appear, there will also be at least one female board member.

12. RATINGS. Each Soldier appearing before the NCO and Soldier of the Year Selection Board will be rated using the USASMDC Forms 672-1-1-R-E, 672-1-2-R-E, and 672-1-3-R-E. Instructions for completing the forms are self-explanatory.

13. AWARDS.

a. The USASMDC NCO and Soldier of the Year may be recommended for an award:

(1) Appropriate recognition from the Commanding General, USASMDC.

(2) Certificate for purchase of dress blue uniform.

b. All other awards and presentations will be listed in the awards ceremony memorandum of instruction (MOI).

14. FUNDING. Board members and NCO and Soldier of the Year candidates scheduled to appear at the USASMDC are in a TDY status to the destination for the appropriate number of days announced by USASMDC headquarters. The appropriate subordinate activity will provide TDY funding for board members and NCO and Soldier of the Year candidates.

15. PUBLIC AFFAIRS. Maximum use of Public Affairs is encouraged. Nominees selected to appear before the regional boards should receive maximum local publicity and be hosted in the local command's community relations activities. Hometown news releases should be initiated for all nominees. The USASMDC Public Affairs Office will provide publicity and photographic coverage for all nominees participating in the USASMDC NCO and Soldier of the Year Program.

16. "ON DEMAND" PRINTING OF FORMS. This paragraph lists USASMDC "R-E" forms directed for use by this publication. These forms are available electronically for printing only. Master copies of these forms are at the back of this publication and may be removed and locally reproduced. Once the master copies have been removed for reproduction, they should be paper clipped to the back of the publication for future use. If the master copies should become lost or destroyed, the forms management officer at the subordinate activity will have a copy on file.

a. USASMDC Form 672-1-1-R-E (NCO of the Year Evaluation Sheet).

b. USASMDC Form 672-1-2-R-E (Soldier of the Year Evaluation Sheet).

c. USASMDC Form 672-1-3-R-E (NCO and Soldier of the Year Consolidated Evaluation Sheet).

d. USASMDC Form 672-1-4-R-E (NCO and Soldier of the Year Biographical Data Sheet).

17. DECENTRALIZED PRINTING OF PUBLICATIONS. This regulation will be available on the USASMDC public Internet site <http://www.smdc.army.mil>. Publications managers at USASMDC subordinate activities not having Internet access will--

a. Print adequate copies of this regulation to make distribution to their subordinate activities as needed.

b. Maintain a copy of this regulation on file to provide re-supply when required.

The proponent of this regulation is the Command Sergeant Major, HQ, USASMDC. Changes, including deletions and additions, should be submitted using DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASMDC, ATTN: SMDC-CSM, P.O. Box 15280, Arlington, Virginia 22215.

FOR THE COMMANDER:

--- original signed ---

DAVID G. FARRISEE
Colonel, General Staff
Chief of Staff

DISTRIBUTION:

CSM, SPACE AND MISSILE DEFENSE COMMAND
CSM, 1st SPACE BRIGADE
CSM, 100th GROUND MISSILE DEFENSE BRIGADE
CSM, 1st SATELLITE CONTROL BATTALION
CSM, 1st SPACE BATTALION
CSM, 193rd SPACE SUPPORT BATTALION
CSM, 49th GROUND MISSILE DEFENSE SPACE BATTALION
1SG, UNITED STATES ARMY KWAJALEIN ATOLL
1SG, HHC 1st SPACE BRIGADE
1SG, A COMPANY, 1st SATELLITE CONTROL BATTALION
1SG, B COMPANY, 1st SATELLITE CONTROL BATTALION
1SG, C COMPANY, 1st SATELLITE CONTROL BATTALION
1SG, D COMPANY, 1st SATELLITE CONTROL BATTALION
1SG, E COMPANY, 1st SATELLITE CONTROL BATTALION
NCOIC, REGIONAL SATELLITE SYSTEM CONTROL, CONUS
NCOIC, REGIONAL SATELLITE SYSTEM CONTROL, EUROPE
NCOIC, REGIONAL SATELLITE SYSTEM CONTROL, PACIFIC
NCOIC, ARMY SPACE SUPPORT TEAM
NCOIC, JOINT TACTICAL GROUND STATION, COLORADO
NCOIC, JOINT TACTICAL GROUND STATION, EUROPE
NCOIC, JOINT TACTICAL GROUND STATION, PACIFIC
NCOIC, JOINT TACTICAL GROUND STATION, TEXAS
NCOIC, ARMY SPACE PROGRAM OFFICE
NCOIC, FORCE DEVELOPMENT & INTEGRATION CENTER

APPENDIX A

REFERENCES

AR 27-10	Military Justice
AR 215-1	Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Instrumentalities
AR 350-17	The Noncommissioned Officer Development Program
AR 350-30	Code of Conduct/Survival, Evasion, Resistance, and Escape (SERE) Training
AR 385-10	The Army Safety Program
AR 600-8-8	The Total Army Sponsorship Program
AR 600-8-10	Leave and Passes
AR 600-20	Army Command Policy
AR 600-85	Alcohol and Drug Abuse Prevention and Control Program
AR 600-200	Enlisted Personnel Management System
AR 601-280	Army Retention Program
AR 608-1	Army Community Services Program
AR 621- 5	Army Continuing Education Systems (ACES)
AR 635-200	Enlisted Personnel
AR 670-1	Wear and Appearance of Army Uniforms and Insignia
AR 930-4	Army Emergency Relief
AR 930-5	Army Red Across Service and Army Utilization
FM 3-3	Chemical and Biological Contamination Avoidance
FM 3-3-1	Nuclear Contamination Avoidance
FM 3-4	NBC Protection
FM 3-5	NBC Decontamination
FM 3-7	NBC Field Handbook.
FM 3-100	Chemical Operations Principles and Fundamentals

FM 7-21.13	Soldiers Guide
FM 7-22.7	Noncommissioned Officer Guide
FM 21-10	Field Hygiene and Sanitation
FM 21-11	First Aid for Soldiers
FM 21-26	Map Reading and Land Navigation
FM 22-5	Drill and Ceremonies
FM 22-100	Military Leadership
STP 21-1-SMCT	Soldiers Manual of Common Tasks Skill Level 1
STP 21-24-SMCT	Soldiers Manual of Common Tasks Skills Level 2-4
DD Form 2266	Hometown News Release Information
DA Form 2A	Personnel Qualification Record, Part 1-Enlisted Peacetime
DA Form 2-1	Personnel Qualification Record, Part II

**UNITED STATES ARMY SPACE AND MISSILE DEFENSE COMMAND
NCO OF THE YEAR EVALUATION SHEET**

Privacy Act Statement

General. This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal nomination for Soldier/NCO of the Year forms.

Purpose and uses. The information on this form is used in the administration of the Soldier/NCO of the Year Programs. The purpose of this form is to document the nomination of the Soldier and it serves as the principal repository of personal, fiscal, and administrative information about the Soldier/NCO of the Year program.

Effects of Nondisclosure. Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in the Soldier/NCO of the Year programs.

Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b). Solicitation of the SSN by the United States Commission is authorized under provisions of Executive Order 9397, November 22, 1943. It will be used primarily to give you recognition for competing in the Soldier/NCO of the Year programs. The use of the SSN is made necessary because of the large number of present military personnel who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

CANDIDATE

NAME: _____ GRADE: _____ PMOS: _____

SSN: _____ UNIT: _____

Section A. MILITARY BEARING (0 -20 Points)

Reporting
Saluting
Uniform
Grooming

Section A. Total _____

Section B. INDIVIDUAL PERFORMANCE

Army Physical Fitness Score: _____
(0 -50 Points) (Per AR 600-8-19 OCT 2000, Table 3-21)

Weapons Qualification Score: _____ (Raw Score)

Section B. Total _____

Section C. MILITARY SUBJECTS (0-20 Points)

BLOCK 1. 1st SPACE BDE (0-20 Points)

Leadership
Standards of Conduct
Basic Rifle Marksmanship
Army Promotion System
FM 25-100/FM 7.1
NCO Creed

BLOCK 1. Total_____

BLOCK 2. 1st SATCON BN (0-20 Points)

Army Programs (MWR, BOSS, AER, RED CROSS)
Uniform Wear and Appearance (AR 670-1)
NBC
EFMP
MMRB-MEB-PEB
Warrior Ethos

BLOCK 2. Total_____

BLOCK 3. 1st SPACE BN (0-20 Points)

UCMJ
Army Maintenance
Drill and Ceremonies
Army Drug and Alcohol Policy
Army Awards Program
Army Physical Fitness Program

BLOCK 3. Total_____

BLOCK 4. 100th GMD BDE (0-20 Points)

Leaves/Passes
Army Weight Control Policy
Sergeants Time Training
Army Safety Program
Chain of Command
NCOES

BLOCK 4. Total_____

BLOCK 5. USASMDC CSM (0-20 points)

Flags and Guidons
Organizational Patch and Beret Flash
Army and Air Force Exchange Programs
Army Customs and Courtesies
Map Reading and Land Navigation
Army and Command History
Soldiers Creed

BLOCK 5. Total_____

Section C. Total_____

Section D. ORAL PRESENTATION (0-20 Points)

Clarity
Conciseness
Eye contact
Body movement
Energy level

Section D. Total_____

**UNITED STATES ARMY SPACE AND MISSILE DEFENSE COMMAND
SOLDIER OF THE YEAR EVALUATION SHEET**

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CANDIDATE

NAME: _____ GRADE: _____ PMOS: _____

SSN: _____ UNIT: _____

Section A. MILITARY BEARING (0 -20 Points)

Reporting
Saluting
Uniform
Grooming

Section A. Total _____

Section B. INDIVIDUAL PERFORMANCE

Army Physical Fitness Score: _____
(0 -50 Points) (Per AR 600-8-19 OCT 2000, Table 3-21)

Weapons Qualification Score: _____ (Raw Score)

Section B. Total _____

Section C. MILITARY SUBJECTS (0-20 Points)

BLOCK 1. 1st SPACE BDE (0-20 Points)

Leadership
Standards of Conduct
Basic Rifle Marksmanship
Army Promotion System
FM 25-100/FM 7.1

BLOCK 1. Total_____

BLOCK 2. 1st SATCON BN (0-20 Points)

Army Programs (MWR, BOSS, AER, RED CROSS)
Uniform Wear and Appearance (AR 670-1)
NBC
EFMP
MMRB-MEB-PEB
Warrior Ethos

BLOCK 2. Total_____

BLOCK 3. 1st SPACE BN (0-20 Points)

UCMJ
Army Maintenance
Drill and Ceremonies
Army Drug and Alcohol Policy
Army Awards Program
Army Physical Fitness Program

BLOCK 3. Total_____

BLOCK 4. 100th GMD BDE (0-20 Points)

Leaves/Passes
Army Weight Control Policy
Sergeants Time Training
Army Safety Program
Chain of Command
NCOES

BLOCK 4. Total_____

BLOCK 5. USASMDC CSM (0-20 points)

Flags and Guidons
Organizational Patch and Beret Flash
Army and Air Force Exchange Programs
Army Customs and Courtesies
Map Reading and Land Navigation
Army and Command History
Soldiers Creed

BLOCK 5. Total_____

Section C. Total_____

Section D. ORAL PRESENTATION (0-20 Points)

Clarity
Conciseness
Eye contact
Body movement
Energy level

Section D. Total_____

**UNITED STATES ARMY SPACE AND MISSILE DEFENSE COMMAND
NCO AND SOLDIER OF THE YEAR
CONSOLIDATED EVALUATION SHEET**

Privacy Act Statement

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CANDIDATE

NAME: _____

GRADE: _____

PMOS: _____

SSN: _____

UNIT: _____

OVERALL PERFORMANCE POINTS

CSM, USASMDC CSM
CSM, 1st Space BDE
CSM, 100th GMD BDE
CSM, 1st Space BN
CSM, 1st Space BN
CSM, 1st SATCON BN

GRAND TOTAL: _____

PRESIDENT: _____

RECORDER: _____

**UNITED STATES ARMY SPACE AND MISSILE DEFENSE COMMAND
NCO AND SOLDIER OF THE YEAR
BIOGRAPHICAL DATA SHEET**

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DATA SHEET

Name:

Rank:

Unit:

MOS:

TIS:

Objective:

Experience:

Military Education:

Civilian Education:

University:

Family:

Hometown:

Personal Interests

SMDC Form 672-1-4-R-E